

(letterhead)

**INFORMATION AND INSTRUCTIONS TO FILE PUC ANNUAL FINANCIAL REPORT
FOR TELECOMMUNICATION CARRIERS (HAW PUC FORM 97-01 AND 97-02)
CALENDAR YEAR ENDED DECEMBER 31, 1999**

1. **Where to File Report**

Hawaii Public Utilities Commission
465 South King Street
Kekuanaoa Building, Room 103
Honolulu, Hawaii 96813

Where to File Copy

Under Section 6-80-91(d), Hawaii Administrative Rules, **a copy of this annual report is also required to be filed with the Consumer Advocate:**

Division of Consumer Advocacy
250 South King Street, Room 825
Honolulu, Hawaii 96813

2. **Due Date**

The annual financial report must be postmarked or hand delivered to the Commission on or before March 31, 2000.

All telecommunications carriers certified or authorized to provide intrastate telecommunications services in the State of Hawaii must file an annual financial report with the Commission for calendar year 1999, even if the carrier has no revenues to report for calendar year 1999. In addition, such a carrier may, if it wishes, submit any comments or suggested revisions to the enclosed prescribed forms, in a separate letter to the Commission, pursuant to paragraph 6.

3. **Extension Request to File Annual Financial Report**

If you cannot complete your report on or before the due date, you may ask for an extension of time to file the report. The form to request for an extension of time is included with the enclosed report. A request for the extension of time must be postmarked or hand delivered to the Commission on or before March 31, 2000. Approval shall be granted for good cause only.

4. **Failure to File by the Due Date**

Any carrier who fails to file by the due date as noted above shall be subject to a show cause hearing and/or penalty.

5. **Preparation of Annual Financial Report**

- a. The report must be typed or clearly handwritten in blue or black ink. Any report prepared in pencil will be considered incomplete and **shall be rejected**. Tax returns or other financial formats **shall not be accepted**. You may substitute a computerized format in lieu of the prescribed PUC forms. However, the computerized format must be identical to the line-by-line items on the prescribed PUC forms.
- b. The major revenue and expense accounts categories listed on the forms were obtained from FCC, NARUC, and past Annual Financial Reports filed by the existing carriers. If the accounts that you currently utilize do not fit into any of the major account categories listed on these forms, please specify the account and enter the amount in the **Other** account category. Also, if you believe that the name of the major account category should be changed, please follow the procedure in paragraph 6 below.
- c. Be sure that the owner, partner, officer or duly authorized representative with the power of attorney signs the Certification page. If it is not signed by the proper authority, the report **shall be rejected**.
- d. The Annual Financial Report must be prepared on a calendar year basis. If the report is prepared on a fiscal year basis, it **shall be rejected**.
- e. If any report is rejected or not accepted for reasons stated above in paragraphs 5a through 5d, it shall be subject to a show cause hearing and/or penalties.

6. **Comments or Suggestions for Future Use**

The enclosed forms were developed pursuant to the Commission's recently enacted telecommunications rules, Hawaii Administrative Rules, chapter 6-80, relating to competition in the intrastate market. Telecommunication carriers may have useful input or ideas on how the Commission may improve the contents or format of the enclosed forms.

Accordingly, if you have any comments or suggested revisions to the enclosed prescribed forms, please submit to the Commission a separate letter incorporating your comments and/or suggested revisions. If you are directing your comments to a specific area, please: 1) identify the page and line item; and 2) indicate the reason for the change.

7. **Questions**

If you have any questions, please call the PUC Audit Section in Honolulu at (808) 586-2020 or visit our Department web site at <http://www.state.hi.us/budget/>.

Enclosure